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## SECTION A -- SOLICITATION/CONTRACT FORM

### A.1 SUMMARY OF CHANGES

Clause 'HC.11.004 - Company Background' has been deleted.

Clause 'HC.11.005 - Human Resource Information' has been deleted.

Clause 'HC.12.003 - Submissions' has been edited.

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## SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

### L.1 HC.12.003 SUBMISSIONS

MARCH 2004

The offeror shall provide one electronic version in MS Word format or PDF to (edwin.davis@mail.house.gov) or one fax version (202) 226-2214 of their proposal in response to this RFP by July 2,, 2004 at 2:00 PM.

The following schedule applies to submission of quotes for this requirement:

Final Date for Submission of Questions\* May, 28, 2004  
Request for Proposal (RFP) Submission July 2, 2004

\* All questions must be submitted in writing to the individual listed in block 3 on Page 1 of this RFP, either by Fax or e-mail, by 5:00 PM.

Proposal will be evaluated based on the information provided below and awarded to the contractor whose proposal is the most advantageous to the House. Product, Technical Approach, Personnel Qualifications and Past Performance are equal and more important than Price. The Offeror's Proposal shall include, and be divided into sections as follows:

- Part A - Product (hardware & software) & Integration
- Part B - Past Performance
- Part C - Price Proposal

#### Part A - Product & Integration

This section documents the content of the Excel portion of the required SOW response. The majority of this section is intended to understand the detailed capability of the COTS replacement system being proposed to support the US House OSS retail operation requirements. The entire System Requirements document is included with this SOW to provide any additional detail and understanding of the specific solution requirements.

Additionally, the Excel portion of the required SOW response captures valuable information about the integrator's capabilities and overview details about the proposed integration effort.

Each COTS solution, integrator capability, integration timeline, and costs will be evaluated using these requirements and details. This information must be documented in the included MSEXcel spreadsheet file (multiple sheets within the file) in order for the solution to be considered. The following list defines the sheets within the MSEXcel spreadsheet.

- Functional - lists the functional requirements for the software solution
- Technical - lists the technical requirements for the replacement COTS solution
- Vendor - lists information requested concerning the vendor's history and experience
- References - provides space for the requested references
- Project - requests high level project statistics

The vendor defined proposal document component of the SOW response should detail the integration methodology, plan, timeline, deliverables, resources, costs, and qualifications. The vendor should detail the timeline for each phase of the project using the defined scope of work details that include the following phases.

- Phase 1 - Planning
- Phase 2 - Requirements Verification & Design
- Phase 3 - Development/Customization
- Phase 4 - Data Conversion & Testing
- Phase 5 - Training
- Phase 6 - Implementation
- Phase 7 - Project Close

#### Part B - Past Performance

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1. Provide information covering the past three years for projects with the same or similar requirements and cost magnitude. Include customer name, description and duration of project for which labor was supplied and labor category(ies) supplied, contact name(s), phone number(s) and e-mail contact information for each current and past customer.

2. Provide the company's Dun & Bradstreet Number for the purposes of performance and credit history validation.

**Part C - Price**

Offerors shall provide a breakdown of fully loaded labor rates that support quoted prices. Offeror shall indicate the staffing necessary to meet the requirements specified in the statement of objectives. The House intends to award a Firm Fixed Price (FFP) contract.